

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Award of Contract: Matching Retirement
Savings Plan – School Nutrition

ITEM NO: 10B

PREPARED BY: Chapman Slye
Director of School Nutrition

MEETING: June 20, 2006
ACTION DATE: July 11, 2006

André Nougaret
Assistant Superintendent for
Support Services

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board approve the award of contract to Lincoln Financial Group, 1300 South Clinton Street, Fort Wayne, Indiana 47802, to provide a matching retirement savings plan for part-time contracted School Nutrition Employees.

KEY POINTS:

- On October 12, 2004 the Director of School Nutrition presented a proposed matching retirement savings plan for part-time school nutrition employees to the School Board for information (see attached agenda item).
- On February 22, 2005, the School Board approved the award of contract to Bolton Partners Investment Consultant Group, Baltimore, Maryland, for the design, implementation and administration of investment services associated with a matching retirement savings plan. Additionally, Bolton Partners would be responsible for developing and conducting the solicitation necessary to obtain the vendor to offer this retirement savings option.
- Based on data provided by Stafford County Public Schools, Bolton Partners developed several plan designs. These designs compared various matching and vesting schedules. A joint evaluation committee comprised of staff from Financial Services, School Nutrition and Human Resources Departments reviewed all plan designs and selected a design scenario which will allow part-time School Nutrition employees to receive a match up to 5% of the employee's own contribution, based on the following scale:

<u>Year of Experience</u>	<u>Match Percentage</u>
Less than 1	0%
1 to 3	25%
3 to 6	50%
6 to 10	75%
10 or more	100%

- Assuming that all current part-time School Nutrition employees contribute 5% of compensation, the annual cost to the Department of School Nutrition to provide this

benefit is approximately \$40,000.00. (Part-time employment is defined as any individual working less than thirty-two and one half hours (32.5) weekly.)

- Working collaboratively with the County's Purchasing Department, a Request for Proposal to solicit a plan provider was initiated. The bids were opened on January 19, 2006. Two (2) vendors submitted proposals. An evaluation which contemplated program fees, investment performance, credit ratings and communications was conducted by the evaluation committee. The committee selected Lincoln Financial Group to provide a program.
- Contingent upon School Board approval, implementation of the matching savings retirement plan for contracted part-time School Nutrition staff is planned to commence in August 2006.

SCHOOL BOARD GOAL: Goal #4 – Address the impact of continuing population growth by developing plans to address expanding staff, facilities, transportation, attendance zones, and instruction.

Goal #6 – Introduce programs to enhance employee status, within the school division and community at large, so that employees are aware of their value to school and community.

FUNDING SOURCE: Stafford County Public Schools FY07 School Nutrition Budget Fund

AUTHORIZATION REFERENCE: Stafford County Bid #119065 Selection of Plan Provider
February 2006
Stafford County Bid #120054 Selection of Consultant
Policy 4-32